

## OFFICE OF THE U.S. TRUSTEE

### REGION 2 (DISTRICTS OF NEW YORK, CONNECTICUT AND VERMONT)

#### ***Regional Office:***

Diana G. Adams, Acting U.S. Trustee  
33 Whitehall Street, 21<sup>st</sup> Floor  
New York, New York 10004  
(212) 510-0500

#### ***Eastern District of New York, Brooklyn Division:***

Linda A. Rifkin, Assistant U.S. Trustee  
271 Cadman Plaza East, Suite 4529  
Brooklyn, New York 11201  
(718) 422-4960

#### ***Eastern District of New York, Central Islip Division:***

Terese A. Cavanagh, Assistant U.S. Trustee  
Alfonse D'Amato Federal Courthouse  
560 Federal Plaza  
Central Islip, New York 11722-4456  
(631) 715-7800

In Chapter 7 cases, the U.S. Trustee appoints a trustee in each case from a specially created panel, to preside at the "Section 341" meeting of creditors, liquidate estate assets, and perform other statutory functions. The U.S. Trustee supervises the activities of the panel trustees, and maintains a blanket bond for each. In Chapter 11 cases, the U.S. Trustee's delegate presides at the Section 341 meeting, and is responsible for monitoring case progress through confirmation of a plan, and ensuring that the debtor-in-possession performs as required by statute. In Chapter 13 cases, standing trustees are appointed to preside at the Section 341 meeting, collect payments from the debtor and make distributions to creditors in accordance with a confirmed plan. Pursuant to the Bankruptcy Abuse Prevention and Consumer Protection Act of 2005, the U.S. Trustee is responsible for certifying entities to provide the credit counseling an individual must receive before filing for bankruptcy, and for certifying entities to provide the financial education an individual must receive before debts may be discharged.

The U.S. Trustee normally requires a copy of all documents which have been submitted to the Clerk's Office. Some documents may require prior review of the U.S. Trustee before they are filed. You should check with the Office of the U.S. Trustee for guidance as to which documents need prior review before submission to the Court. A drop box is maintained for the U.S. Trustee at each Clerk's Office site, which may be used to provide the U.S. Trustee with courtesy copies of documents; however, depositing documents in the drop box does **not** constitute service on the U.S. Trustee, and it is therefore strongly recommended that documents be sent directly to the appropriate office of the U.S. Trustee *[refer to office listings above]*.

The U.S. Trustee maintains custody of the audio tape recordings of all Section 341 meetings. All inquiries regarding the trustee assigned to a case, copies of Section 341 meeting tape recordings and Chapter 11 status reports should be directed to the appropriate office of the U.S. Trustee *[refer to office listings above]*.

[United States Trustees Program, Region 2 Web Site](#)